Forum

The Monthly Publication of **NAUG:** *The National AppleWorks Users Group*

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Support for AppleWorks & ///EZ Pieces Users

FROM THE EDITOR

TECHNICAL ASSISTANCE FOR NAUG MEMBERS
by Cathleen Merritt, Editor

NAUG receives so many requests for technical help that it is obvious the need for assistance is of high priority to many of you. We are trying to find ways to get you more technical support than we are presently able to provide.

Obviously, many **NAUG** members have high levels of expertise with AppleWorks. Therefore, our first effort will be to build a human resource bank; a list of volunteers willing to help fellow **NAUG** members who are having problems with AppleWorks. If you can volunteer, please complete the volunteer form on page 15 in this issue of the *Forum*. We will publish a list of volunteers, their areas of expertise, and the best time(s) to contact them. Members needing help can contact these volunteers directly, either on the phone, via Compuserve or on The Source. (Note: We will not publish this list until we have enough volunteers; we don't want the earliest volunteers to be inconvenienced by a flood of calls. Don't expect the list until May or June.)

We are also considering offering a telephone support hotline. But this raises serious concerns. First, even Apple-Works experts cannot be expected to know everything about the program. And second, this service would be expensive. **NAUG** would be able to fund the installation of a technical support telephone, but AppleWorks experts don't come cheap...particularly when you want them to leave their gainful employment to provide technical support. (If you know any unemployed AppleWorks experts in the Detroit area, let us know. We don't think this position could be staffed reliably by volunteers or part time workers in the evenings.)

We need your thoughts and suggestions. For example, how important is it that you have a technical expert available? What hours must someone be available? How should we fund this service? What other suggestions and ideas can you offer to help **NAUG** members get the technical assistance they desire? Send me your ideas...we need help on this one.

&

LETTERS

PROBLEMS PRINTING ON DIFFERENT LENGTH PAPER AND POSTCARDS

*[Ed: **NAUG** recently received three letters describing printer page length problems. The problems described in these letters are similar; the printer seems to ignore page length settings within AppleWorks and ejects an 11 inch page despite shorter settings within word processor documents or data base reports. One of those letters and a proposed solution to the problem follows.]*

Dear Cathleen,

I have a problem printing out different length documents from the AppleWorks word processing module. I can print correctly on 11 inch paper, but attempts to print on shorter or longer pages fail...even when I use the Page Length command on the Options (Apple-O) menu. The paper always kicks out the full 11 inches.

I suspect the problem is in the DIP switches. I am using an Apple Dot Matrix printer and an Apple Parallel Interface card. I also tried using an Apricorn interface but had the same results. Can you help?

Marcia Philbrick, Librarian
Nemaha Valley High School
Seneca, Kansas

[Ed: Marcia, this is a more common problem than you might expect. It occurs when members try to print on postcards, Rollodex cards, or any short document. I think the problem is within AppleWorks and is not related to your DIP switch settings.

Your printer recognizes "Top of form commands" and can be set with DIP switches to expect paper that is 66 or 72 lines long. Your DIP switches are correctly set for 66 lines per page. You also set the specifications for your printer within AppleWorks so the "Accepts top of form command" is "Yes".

With the "Accepts top of form command" set to "Yes", AppleWorks sends out a "Top of form" command whenever it finishes printing a document...any length document. Your printer interface card recognizes that command and skips to the next page based on the printer switch setting. In your case, it moves to the top of the next page of 11 inch long paper...even if you have 3-1/2 inch postcards in your printer.

But don't change your DIP switch settings. Instead, change the "Accepts top of page command" in AppleWorks to "NO". AppleWorks will no longer send out "Top of form" commands and the page length will be under control of the AppleWorks

program, not the printer DIP switch settings. Now your printer should recognize the page length commands.]

STILL MORE ON OCTOBER'S SPREADSHEET "BUG"

Donald Allen's letter in the October '86 **NAUG** *Forum* refers to a "bug" in the AppleWorks spreadsheet. What Don demonstrates is not a bug, but an error derived from the floating point number system used by all computers. When a number is entered into AppleWorks, it is converted into a binary number. Integers are converted exactly. However, decimal numbers are entered with the decimal fraction approximated unless the decimal portion of the number is .25, .375, .5, .75, etc. The problem that Mr. Allen encountered arises when you add two approximate numbers. The number A rounded plus the number B rounded is not necessarily the same as the number A+B rounded.

Once we understand the problem, we can solve it. The solution is achieved by checking for "tolerance" rather than comparing for equality. We should see if the sum in question and the "answer" are close; within, say, .001. Use the expression @IF(@ABS(@SUM(C8...C15)-E10) <.001,E10,99999999999).

This difficulty arises in all computers. A rule of thumb is: If you compare integers, it is all right to test for equality. Otherwise you should test for "tolerance".

Roger Engle
Sligo, Pennsylvania

[Ed: Using the @ROUND functions in Version 2.0 of AppleWorks should make it easier to test for tolerance.]

PASSWORD PROTECTING DATA

Dear Ms. Merritt:

I work in an agency that maintains personal data for clients. Do you know whether AppleWorks files can be given restricted access through the use of a password or some other technique?

Doug Oram,
Powell River, B.C.

*[Ed: Unfortunately, you can't password-protect Apple-Works files. However, here's an idea based on the concept that ProDOS doesn't really delete a file from a disk when you issue the "Delete" command. (Instead, ProDOS changes an entry in the disk catalog telling it that the space is available on the disk. Programs exist that let you recover those "deleted" files. For additional information about how ProDOS handles file deletions, see the article entitled "File Won't Fit" on page 12 of last month's **Forum**.)*

If you want to use AppleWorks and don't mind the inconvenience, go to the Other Activities Menu and delete the "private" files on the disk just before you quit AppleWorks. Then put the disk aside and don't let anyone use it. When you want to use those files, (1) use the "Undelete" function on Copy II+ or Locksmith to recover all the files on the disk, (2) use AppleWorks to view, modify or print the data

on those files, and (3) delete the files again from the Other Activities Menu within AppleWorks.

It's an unusual approach, and you take the risk that someone will use your "empty" disk and overwrite your precious files, but handled carefully, it should keep your data private.]

USING SUPER / SUB-SCRIPT IN THE DATA BASE

Dear Cathleen,

Do you know any way to get superscripted and subscripted characters in the data base module of AppleWorks?

L. Burger, Jr.
Camarillo, California

[Ed: There is no way to store or print superscripted or subscripted characters directly from the AppleWorks data base. However, you can get superscripting and subscripting in your reports...if you print your reports to the word processor and invoke superscripting and subscripting in that module. Here's how:

1. Insert a special character (such as the "@" sign) in your data base records where you want superscripting (or subscripting) to start and a different character where you want that feature to end.

2. Print your report to the word processor.

3. Search for the special character, delete the character and invoke the appropriate formatting command to start / stop superscripting.

This is an ideal application for a program that adds keyboard macros to AppleWorks. You can use AutoWorks, MacroWorks, or KeyWorks and write a macro that searches for the special character, deletes the character and inserts a superscript begin or end command. You can even write that macro so it prints the report to the word processor, edits the report, inserts the superscript begin/end commands, and prints the report. Then just one keystroke will do the work.]

GEMINI-10X PRINTER PROBLEM

I am trying to use a Gemini-10X and a Grappler+ printer interface card with AppleWorks version 1.2. The printer doesn't print properly. Some printing that should be at the right margin appears at the left margin. Printing is my only problem; what's wrong?

Leroy Wingett
Lake Orion, MI

*[Ed: This sounds like an interface card problem, Leroy. Follow the directions in the September issue of the Printer Primer column in the **Forum** and change the interface card setting to <NONE>. That should solve your problem.]*

BLOWN DISK AND PRINTER INTERFACE CARD SETTINGS

Here are two AppleWorks problems. One I can't figure out; the other I solved. The problems and solution might be of interest to my fellow **NAUG** members.

Unsolved problem: I stored AppleWorks files on a disk that appears to be defective. When I try to copy the disk or files, I get an error message on track 11, sector 0. This happens when I used either Copy II+ version 6.6 or the Apple ProDOS Utilities Disk. I tried your suggestions in the September *Forum* on recovering lost files, but to no avail.

Resolved problem: I have an Apple parallel interface card and an Apple DMP printer. While using AppleWorks version 1.3, I was getting the "less than" sign (<) on all my printouts. The interface card setting was (Control-I 80N) but I was still getting the < symbol. I found that by adding Control-K to the Control-I 80N, I was able to eliminate the unwanted character.

Ronald McKenna
Manville, RI

[Ed: Thanks for the interface card hint, Ron. As for your disk... you really have a blown disk. See Art Davidge's article on how to use a disk "zapping" program to recover lost AppleWorks data disks in this issue of the Forum. Perhaps you can use a utility program (such as "Bag of Tricks") to salvage what is left on that disk. If you're not willing to take the risks of working on your bad disk, ask your Apple dealer for the name of a nearby Apple Users Group. Somebody there should be knowledgeable about floppy disks and disk recovery. AppleWorks uses the basic ProDOS file storage structure; anyone familiar with Pro-DOS disk storage and disk "zapping" programs should be able to recover most of your lost files.]

FIRST NAUG DISK AVAILABLE

The EDUC 01 (Education) disk is now available. The disk contains 14 spreadsheet, data base, and word processing templates and documentation to help you understand and use them.

The spreadsheet templates include four gradebooks, a school store inventory that can be generalized to other inventory needs, and a Vocational Education budget.

The database templates include an audio-visual equipment inventory system, and a data base to help teachers keep track of software and other items they must inventory. The disk includes an interesting check register to help a school or program keep track of its expenditures.

There are some word processor templates including a grid you can use whenever you need a list of students, and an answer sheet for objective tests. You can order the disk by submitting $6 to the **NAUG** office.

"BAG OF TRICKS"

RESTORING APPLEWORKS DATA DISKS WITH "BAG OF TRICKS"
by Art Davidge

Ever hear your disk drive rattle and get the AppleWorks message "Unable to read disk in Drive 2"? Is all your precious work lost? Is suicide the only alternative? Maybe...but perhaps not. In this article, I describe procedures that help you use "Bag of Tricks", a set of utility programs produced by Quality Software, to recover the data on your AppleWorks data disk.

Is it the Hardware or Your Disk?

Before "operating" on your disk, you should first determine that the disk is truly defective; there are some hardware problems that masquerade as damaged disks. It is often easier to fix your disk controller card or disk drive than it is to recover lost data.

To check if the problem is with the equipment, boot up a second copy of AppleWorks on a different computer and try to read the questionable data disk. If the disk works, your problem is usually with the hardware, not with the data disk. Be thankful; your data are intact and your hardware problem can usually be corrected by re-timing or re-aligning the disk drive; an easy job for an Apple dealer.

However, if the second computer cannot read your disk, you probably are the proud owner of a damaged data disk.

Sometimes the disk is physically damaged. You can check for physical damage by gently rotating the disk within its encasement, while observing the media as it passes by the read/write oval. Check both sides of the disk, looking for a scratch or dent.

Whether the damage is physical or electronic, it may be possible to recover some (or all) of the files on the disk.

Start by trying to copy the files from the defective disk onto a freshly formatted blank disk, using a file copy program. *[Ed: The procedure for copying those files is described in "Disk Problems: How to Recover 'Lost' Files" in the September, 1986 issue of the Forum.]*

If the file copy program fails to copy the bad disk, it may still be possible to recover the information on your disk. First, it helps to know if you have a damaged data file or a defective disk catalog.

You probably have a bad file if AppleWorks can read all except one or two files on your disk. If AppleWorks cannot access any of the files on the disk and issues the message "Getting errors trying to read Drive 2", you are probably the victim of a bad disk catalog.

How to Use "Bag of Tricks"

Here are the steps to follow when using Bag of Tricks to recover your file(s):

1. Boot up the Bag of Tricks disk. Choose "I" from the first menu to indicate "initialize". The initialize routine tries to

reconstruct the disk and recover the data on each track. *[Ed: Bag of Tricks' choice of the term "initialize" is unfortunate. This program does not destroy the data on your disk, as you do with the "Initialize" command in Applesoft BASIC.]*

2. You will have to respond to a series of questions about the parameters for your restructured disk. The only parameter that should be changed is the "operating system" parameter. Enter an upper case "P" to change the parameter from DOS 3.3 to ProDOS. All other parameter questions can be answered by pressing RETURN.

3. Put the disk to be fixed in drive 1 and follow the directions on the screen showing which track and sector is being read and rewritten. If the initialize routine finds a sector that cannot be reinitialized, you will be instructed to press RETURN to continue with the next sector.

A serious problem will cause the process to stop. If this happens, note the sector and track where the program stopped. Press ESC and the initialize menu should reappear. Press RETURN until prompted to enter the starting track. Instead of starting at track 0, enter the track after the one where the program stopped. For example, if the program stopped on track 6, tell the program to start at track 7. Continue this process until you reinitialize as many tracks as possible.

Once the process is complete, remove the disk, start up AppleWorks and try to get a file from the disk. You will often find that your files are now intact, even if Bag of Tricks was unable to read some of the tracks on the disk. Unless your AppleWorks data disk was full, not all tracks on the disk store data. If the defective track did not contain any data or contained data from a "deleted" file, you will now be able to access all your files.

Recovering Damaged Disk Catalogs

If you still cannot recall your data from the disk, you might have a damaged disk catalog. Once again, boot up Bag of Tricks and choose the "Fix Cat" alternative.

"Fix Cat" is a program on the Bag of Tricks disk that tries to repair damaged catalog tracks. To use Fix Cat, press RETURN in response to all the questions and insert the data disk when prompted to do so. Fix Cat will scan the disk and try to "clean up" the catalog track and re-establish the links between the entries on the catalog track and the actual files.

After scanning the disk and making as many corrections as possible, Fix Cat will ask whether or not to apply the accumulated corrections to the catalog. Respond with "YES". Fix Cat will then ask to scan for lost files. Respond with "YES" and Bag of Tricks will display each "lost" or deleted file it finds on the disk. *[Ed: "Deleted" files are not electronically removed from the disk. They are eventually overwritten by other files.]* The screen will display the first few lines of text from the file. Review the text, decide if you want to recover the file, and respond to the "Recover this file?" question. You will then be asked to name the file and to indicate what type of file it is. (Appleworks files are Pro-DOS files.) After finishing the recovery routine, Fix Cat

will ask a few more questions about "cleaning up" the rest of the catalog. When all this is done, try the disk again with Appleworks. You should find all or part of your damaged files back on your disk menu.

Bag of Tricks, Version 2, costs about $30 from mail order discount vendors.

[Art Davidge is the Computer Education Coordinator at Ann Arbor Pioneer High School. Art was "converted" from Applewriter to AppleWorks in 1983.] 

DATA BASE APPLICATION

MARRYING APPLEWORKS & RADIOS
by Daryll Symington

My primary application for the AppleWorks program is as a database for a book I write annually. The book is a scanner frequency directory that lists frequencies for radio buffs who own scanner radios. The data base for this book consists of approximately 5000 records with 6 fields for each record. In addition, the book contains about 24 pages of text.

Prior to purchasing AppleWorks, I used a program called "File-Whiz" on my Apple II+. While FileWhiz is a fine and simple program, my file was too large for the program. It required me to segment the file into eight or nine different files and use only one file at a time. When it came time to create the indices for the book based on a field other than the primary field, it would take 8-10 **hours** to create each index.

Then I discovered AppleWorks! I immediately purchased an Apple IIe, the AppleWorks program, and an Applied Engineering Ramworks II board with one megabyte of memory. Since the FileWhiz program stored data as ASCII data in sequential files, converting them to files that could be read by AppleWorks was not a problem. FileWhiz put a "header" on each file that needed to be eliminated. This was done by editing them with the Magic Window word processing program. *[Ed: This could be done within the AppleWorks word processing module by reading the data in as an ASCII file, deleting the header records, and re-writing the file on the disk as an ASCII file.]*

After converting from DOS 3.3 to Prodos *[Ed: Using the "Convert" utility on the Prodos Users Disk]*, AppleWorks read the files with no problem. That beat re-entering all that information. This easy conversion was a prime factor in choosing AppleWorks as my new database program.

Now it is easy to modify the database files, create the required indices (it takes about 2 minutes compared to the previous 8-10 hours!), and add, delete, re-name, and re-define fields. Searches are much quicker, sorts are very fast, and the ability to mold the data into any shape and order makes this program one of the best I have ever seen.

[Daryll Symington is a Detective Sergeant with the Lucas County Sheriff's Department, and is the author of "Scanner Frequency Directory for Northwestern Ohio and Southeastern Michigan". If you get stopped by a cop in northern Ohio, mention Daryll's name. It won't make the ticket any smaller...but maybe someone will tell Daryll about it!] 

HOW TO CREATE AN INDEX FOR AN APPLEWORKS DOCUMENT

by Sheryl King

[Ed: This is the first of two articles by Sheryl King on how to use the AppleWorks data base to prepare indices and tables of contents for AppleWorks documents. Next month we will publish Ms. King's article on how to prepare a table of contents.]

Want to create an index for an article or book? In this article I will describe a procedure I used to create an index for each of my class outlines in law school; it should work well in many other situations. Here's a sample of the final product:

```
Name                                           Page

A
Acme Process Eqpt Co. v. U.S............... 51
Addy v. Stewart........................... 45
Advanced Hydraulics v. Otis Elevator Co..... 10
Ali v. Playgirl, Inc...................... 36
Alyeska Pipeline Service Co. v. Anderson.... 39

B
Bailey v. West............................ 17
Baxter House, Inc. v. Rosen............... 20
```

How to Create an Index

1. Complete your manuscript and print a copy of the document. Make certain you use the header or footer command to print the page number on each page of the document. You prepare your index after you completed writing and for-matting your final manuscript.

2. Add a new data base file with the name INDEX to the desktop. Define two category names for this file. The first category name should be NAME and the second should be PAGE. (To do this, type NAME and then <Control-Y>, then <RETURN>; type PAGE and <Control-Y> followed by <RETURN>). Press <ESC>, then <SPACE>.

3. Establish alphabet markers.

To make it easier to read your final printed index, you should set up alphabetical "headings", like the A and B in the sample. Do this in your INDEX file by creating a separate record for each letter of the alphabet as follows:

A. For NAME, type the letter "A" (no quotation marks, of course), and leave the PAGE entry blank by pressing <RE-TURN>. Go through the whole alphabet in this manner.

B. Press <ESC> to return to the REVIEW / ADD / CHANGE screen.

4. Change the layout for the screen display, as follows:

A. Get the multiple record layout screen on your display. (If you are in single record layout, press <Open-Apple Z>.)

B. Use <Open-Apple L> to get the CHANGE RECORD LAYOUT screen.

C. <TAB> to the PAGE column and use <Open-Apple Left

Arrow> to narrow the column to four characters.

D. Hold down the Open-Apple key and press the TAB key to return to the NAME column.

E. Use <Open-Apple Right Arrow> to widen the column until the MARGIN indicator is at the screen's far right edge.

F. Press <ESC>, then choose RIGHT as the cursor direction.

It's a good idea to save the file at this point (and occasionally as you proceed).

5. Set up the records to be used for indexed items

[Ed: This procedure sets up records that will serve as templates. These records have periods in the name field and blank page entries. You overwrite the periods at the begin-ning of the field with keywords when you type your entries. That creates records with a name field containing a keyword followed by a row of periods. If you look at the sample print-out at the beginning of this article, you can see how this combination works together.]

A. Go to the last alphabet marker record (presumably Z), press <Open-Apple Z> to zoom to single-record layout, press <RETURN> until asked whether you want to type new records. Answer "YES".

B. When prompted for NAME, press and hold down the period key until the machine beeps, then press <RETURN>. Press <RETURN> again to leave the PAGE entry blank.

C. Create some copies of this empty record -- you can add more later or delete unused ones. Do this by getting the multiple-record layout on the screen (use <Open-Apple Z> to zoom into multiple-record layout) and using the COPY command (<Open-Apple C>) to make 99 copies of the template record.

6. Enter information to be indexed.

Stay in the multiple records mode and use the strikeover cursor (<Open-Apple E>). Put the cursor on the NAME col-umn of the first line of dots, and as you read through your document, enter the keyword you want included in your in-dex and the page on which that item appears. As you type, your entry will replace dots. For example, if the first reference is "ThinkWorks" and it is on page 1, enter "ThinkWorks" (no quotation marks, of course) into the NAME field and the number "1" into the PAGE field.

Use the left arrow key to correct mistakes; if you use the De-lete key you will delete some of the dots at the end of the line and the entry will not match other entries in the data base.

Here's an example of a completed entry:

```
Name                                           Page

ThinkWorks................................... 1
```

The page numbers will not appear in right-justified form on the screen, but will be right-justified when you print.

Remember to enter the information the way you want it to appear in the index. For example, "The Rose" should be entered as "Rose, The" and "John Doe" as "Doe, John". In addition, you can set up cross references. For example, "Oscar, see Academy Awards" (and then leave the page category blank). For items that appear frequently but need

clarification, such as legal case names like "In re Winthrop", "In re Evans", "In re Jones", etc., you can create an entry "In re, see name". Then create an entry for "Winthrop, In re" and the appropriate page number.

If you need additional data entry lines, use the COPY command to create additional template entries. If you have too many lines, delete those you don't need.

Save your file.

7. Alphabetize your index.

Since this is a manual indexing system, you will have to change the page numbers for some indexed items if you edit your manuscript . It's easier to make those changes if the items are in their original order; not in alphabetical order. So, before alphabetizing your index, save the original entries under a different file name. Here's how:

A. Type an <Open-Apple N>. That will take you to the CHANGE NAME/CATEGORY screen.

B. Type an <Open-Apple Y> to "yank" out the original name.

C. Type a new file name and press <RETURN>.

D. Save the file under the new name with an <Open-Apple S>.

Now restore the original name by repeating these steps but substituting the original name in step C.

To alphabetize your index, put the cursor on the NAME column, press <Open-Apple A> and indicate you want to sort from A to Z. Your index will be alphabetized with a letter marker at the beginning of each letter group.

Once again, save your file. You will now have two copies of your file on the disk...one in alphabetical order and one in data entry order.

8. Print your index.

A. Press <Open-Apple P>, then indicate you want to create a new "tables" format.

B. Type a name for the report (e.g., INDEX).

C. Press <Open-Apple O> to get the PRINTER OPTIONS screen. I use the following settings:

PW	8.0 inches	PL	11.0
LM	0.7 inches	TM	0.0
RM	0.5 inches	BM	2.0
CI	12	LI	6
	SC	No	
	PD	No	
	PH	Yes	
	SS		

D. Press <ESC> to return to the REPORT FORMAT screen to set the printer layout.

E. <TAB> to the PAGE column and press <Open-Apple J> to right justify the page numbers, with 0 decimal places and 2 blank spaces after the category.

F. Use <Open-Apple Left Arrow> to make the page column four characters wide.

G. <Open-Apple TAB> to the NAME column and use <Open-Apple Right Arrow> to widen the column until the margin indicator shows that the length of the line is 81 characters (to see this you will have to <TAB> to the right to show it on the screen). *[Ed: The length of your printed line will depend on your format settings established with the <Open-Apple O> command.]*

H. Put a title on each page of the printed index by pressing <Open-Apple N>, then <RETURN> to accept INDEX as the file name. The cursor will be on the line above the "NAME... PAGE" line. Type whatever title you want to appear on each page. You cannot use any printer options, such as centering or a different character size - you have to "eyeball" the center on the screen. For my setup and a title of eight characters, space about 35 times, then type the title and <RETURN>.

I. Once again, save your file.

J. With the REPORT FORMAT screen on your display, press <Open-Apple P> and respond to the printer questions. If you print your report to the screen before sending it to the printer, you can review and modify your settings before committing yourself to paper. When you're done, you should have a nicely formatted index.

[Sheryl King is a lawyer from La Jolla, California.]

INSERTING TABS IN A DOCUMENT

by Lawrence DiVito

Ever try to insert a tab into an existing line of text? Even when you switch to the "insert cursor", pressing the TAB key just moves the cursor to the next tab position...it doesn't insert a tab into the text.

Although it takes eight keystrokes, it is possible to insert a tab into an existing document. Here's how:

1. Position the cursor at the point where you want the tab to start.

2. Press the RETURN key. If the cursor is not at the beginning of a blank line, press RETURN a second time.

3. Move the cursor to the beginning of a blank line.

4. If necessary, set the tab (using Apple-T). Press the TAB key.

5. Type the first character of the line below the cursor.

6. Start a delete command with Apple-D.

7. Type an Apple- right-arrow to highlight the blank space including the first character of the next line.

8. Press the RETURN key.

[Larry DiVito is a junior high school science teacher in Livonia, Michigan. He is completing a Master's Degree in Educational Psychology at Eastern Michigan University and is seeking a position in courseware development.]

INSTALLING SENSIBLE SPELLER ON A NETWORK

by Mike Drumm

[Ed: In this article Mike Drumm describes how to install a spell checking program on the Corvus network. While Mike describes the installation of Sensible Speller, his procedures can be used to install other spelling programs on either a network or on a stand-alone hard disk.]

I don't think it is necessary for me to describe the advantages of using a spell checking program. Unfortunately, it is often difficult to justify buying multiple copies of expensive programs such as Sensible Speller for every Apple workstation. However, Sensible Speller can be installed on a Corvus network and shared by users. Aside from cost savings, there are at least three other advantages to networking the program:

1. The program loads and executes about three times faster on a network, compared to a floppy disk system.

2. Networking the spelling program eliminates the problem of distributing and collecting the software and lets multiple workstations use the program simultaneously.

3. The network supports each user as though he/she were using his/her own copy of the program.

In this article, I will describe how to install Sensible Speller on an Apple-based Corvus network. Much of this information is also applicable to installing the software on a single user hard disk system. I will assume you (a) read my article that describes how to install AppleWorks on the Corvus network in the September issue of the *Forum*, (b) are familiar with the ProDOS Filer program, (c) know enough BASIC to modify the BASIC.SYSTEM program, and (d) can use Sensible Speller.

Installing Sensible Speller

Here's how to install Sensible Speller on the network:

1. Log onto the network as the system manager (A2MGR) and create a new ProDOS volume called SPELL. Allocate 1024 blocks to the volume. This is more space than is needed. However, the extra space may come in handy if you later want to add a new dictionary or merge two or more existing dictionaries.

2. Enter the access manager and give one of the ProDOS users read/write access to the volume SPELL. Assign the other users read-only access to that volume. You will use the account with read/write access to write the Sensible Speller files to the hard disk and test the system when installation is complete. (Refer to the Corvus manuals if you need information about how to create the volume and control user access.)

3. Exit the system manager and re-boot the Apple.

4. Sign on with the name of the user with read/write access to the SPELL volume. The BASIC.SYSTEM menu should appear. Choose the ProDOS Filer option and then

the Volume option. The new volume SPELL needs to be formatted. (If you need to find where the new /SPELL volume is mounted, use the "List Volumes" command before issuing the "Format a Volume" command.) Select the Format option and give the new volume the name of /SPELL.

5. Press the ESC key to return to the Main Menu of the Filer utilities and select the File option.

6. Now you must create a subdirectory in the SPELL volume. Choose the Make Directory option and name the subdirectory /SPELL/DICTIONARY.

Customizing Sensible Speller for your Network

You must customize Sensible Speller to read AppleWorks document files and set the default locations of the dictionary file and the document files. Follow these steps:

1. Reboot your Apple and select BASIC from the BASIC. SYSTEM main menu.

2. Insert the Sensible Speller disk in the floppy drive and type the command -/SENS/STARTUP.

3. Press the ESC key a couple of times when the light on the floppy disk drive comes on. You should see this menu:

> C - Check Spelling of a document
> S - Run The Speller Setup Program
> M - Merge Two Dictionaries

(If this menu doesn't appear, you did not press the ESC key at the right time and you must reboot your Apple.)

Choose the "S" option followed by the "C" option for Customize Speller from the next menu.

4. A new menu appears. Press "D" for Quick Setups, and then press "A" for AppleWorks. Press "R" to return to the Speller Setup Menu. Now press "B" to start the Disk Options module. Press "A" to enter the default pathname for the location of the document to be checked. Enter the pathname /DATA/= (This pathname assumes that the users always name their data disks with the volume name /DATA when the disk is formatted. It is important that users of a Corvus network use the same name for all data disks. You can establish any name for the data disks, but the users should use that name for all disks.).

5. Return to the Disk Options Main Menu and press "B" to set the default pathname for the dictionary files. Enter /SPELL/DICTIONARY/RANDOM.HOUSE.1 as the default pathname.

6. Return to the Disk Options menu and press "R" to return to the Customize Speller menu. Press "R" again to return to the Utilities Menu. Now press "Q" to quit Sensible Speller.

Loading Sensible Speller Onto the Hard Disk

It is time to copy the files from the floppy disk to the hard disk. Here's how:

1. Leave Sensible Speller in the floppy drive and reboot the Apple.

2. Select the ProDOS Filer option from the BASIC.SYSTEM menu.

3. Copy the file /SENS/SPELL on the floppy disk to the /SPELL/SPELL file on the hard disk.

4. To copy the dictionary files onto the hard disk, remove the Speller disk from the floppy drive and insert side one of the Dictionary disk. Use the copy option again to copy the file /D1/RANDOM.HOUSE.1 to the subdirectory called /DICTIONARY in the directory /SPELL. Use the pathname /SPELL/DICTIONARY/RANDOM.HOUSE.1 when asked for the destination of the file.

Turn over the Dictionary disk in the floppy drive and use the same procedure to copy the file /D2/RANDOM. HOUSE.2 to /SPELL/DICTIONARY/RANDOM.HOUSE.2. When this is complete, "quit" the Filer program.

Installation of Sensible Speller on the Corvus network is now complete.

If you would like to add special purpose dictionaries to the Speller system later, copy the new dictionary to the sub-directory called /DICTIONARY in the /SPELL volume on the hard disk.

Adding Sensible Speller to the Main Menu

Now you must modify the menu in the BASIC.SYSTEM program so it provides access to Sensible Speller. Make the following changes to BASIC.SYSTEM:

```
2530    D$=CHR$(4):IN=6:UP=11:C$=""
2540    GOSUB 2750
2550    VTAB 8:PRINT:HTAB IN:PRINT
        "A - APPLEWORKS"
2560    HTAB IN:VTAB UP:PRINT
        "V - VALIDATE SPELLING"
2570    HTAB IN:VTAB UP+2:PRINT
        "F - PRODOS FILER (UTILITIES)"
2580    HTAB IN:VTAB UP+4:PRINT
        "C - DOS <-> PRODOS CONVERSION"
2590    HTAB IN:VTAB UP+6:PRINT
        "T - DISPLAY/SET TIME"
2600    HTAB IN:VTAB UP+8:PRINT
        "B - APPLESOFT BASIC"

2655    IF P$="A" OR P$="a" THEN PRINT
        D$;"-/APPLEWORKS/APLWORKS.SYSTEM"
2680    IF P$="V" OR P$="v" THEN PRINT
        D$;"-/SPELL/SPELL"
```

Finishing Up

Reboot the Apple, sign on the network as the system manager, and set the user parameters so all accounts have read-only access to the Sensible Speller files. (If you forget to do this, a student who signs on with read/write access can delete or change the files you just saved in the SPELL volume.)

To test the spell checker, reboot the Apple, sign on as a user, and place an AppleWorks data disk (named "DATA") in the floppy drive. Choose "V" for "verify spelling" from the BASIC.SYSTEM menu. Press "C" from the Sensible Speller Main Menu. A list of AppleWorks document files should appear on the screen. (This happens automatically if the data disk is named /DATA, otherwise you will have to

supply a pathname to the file). Select the desired file and press RETURN. Now respond to the prompts on the screen.

When it is time for the spell checker to select a dictionary, the default pathname you installed earlier will be displayed. Press RETURN and the document will be checked. The letters A thru Z are displayed on the screen to signify the progress being made.

When errors are found, do NOT add words to the dictionary in the /SPELL volume. (However, you can create your own dictionary on your own data disk.) Because network users only have read access to the /SPELL volume, they are un-able to add words to the public dictionary. This is another advantage of using the spell checker on a hard disk system in a shared environment; you can control the integrity of the dictionary file on the hard disk. This limits the possibility of incorrect spellings being entered on the dictionary files. With stand-alone copies of the spell checking software, users can alter the files on the dictionary disk.

Remember that you can also check your document against the dictionary RANDOM.HOUSE.2 on the hard disk.

When Sensible Speller is done, you will see the normal Pro-DOS quit messages. Enter the prefix to the next application and press RETURN. Enter the name of the next application and again, press RETURN. If you enter the network's sign-on volume for the prefix and enter BASIC.SYSTEM as the next application, the original boot menu from BASIC.SYS-TEM is displayed and you can choose the next application to be used from the BASIC.SYSTEM master menu.

Legal Issues

Sensible Software's licensing policy for Sensible Speller on the hard disk is convenient and affordable. To use Sensible Speller on a multi-station network, you should purchase a "School Pack" for $375 that includes 10 copies of the pro-gram and dictionary disks and one manual. One School Pack will license 10 workstations on a network. (The regular single station price for the software is $125.) Contact Ms. Marian Tuttleman of Sensible Software at (313) 258-5566 with your questions about licensing the software.

[Mike Drumm is Coordinator of User Support Services for University Computing at Eastern Michigan University and is a former Apple Computer employee. Mike recently installed AppleWorks and Sen-sible Speller on a Corvus Network at Eastern. You can reach Mike at EMU or through his Compuserve mailbox, 72467,2070.]

NEXT MONTH'S Forum

Δ How to get "Mousetext" pictures in AppleWorks.
Δ How to get more than 3 selection rules in the data base.
Δ An AppleWorks "safety next"...how to save your work.
Δ How to save keystrokes when formatting word processor documents.
Δ How to create a table of contents with AppleWorks.
Δ How to prepare auto-start disks for your RAM card.
    ...and lots more.

SPREADSHEET TIPS

IT'S NOT A "BUG"
by Hal Heidtman

*[Ed: An article in the first issue of the **Forum** described how to use the spreadsheet Arrange command. In that article, Dr. Warren Williams mentioned that you must write formulas so they are not "damaged" when you rearrange the rows in a spreadsheet. This month, Hal Heidtman explains how to write those formulas.]*

The Arrange (Apple-A) command is a powerful and useful feature of the AppleWorks spreadsheet program. But many users have been surprised to discover what seems to be a "bug" that can appear when they try to arrange data in an AppleWorks spreadsheet. This article describes the "bug" and explains how to avoid it.

Here's a portion of a typical AppleWorks spreadsheet. It's part of a gradebook prepared by a classroom teacher:

```
===B======C======D======E======F====G====
2|
3|Last         First
4|Name         Name     Test 1  Test 2 Average
5|=========================================
6|Stephenson   Michael   86      90     88.0
7|Harrison     David     79      82     80.5
8|Clark        Susan     80      85     82.5
9|Smith        Emily     78      82     80.0
10|=========================================
11|     Class average =   80.8    84.8   82.8
12|
```

This gradebook computes each student's average score on two tests and computes class averages for each of the tests.

Everything looks fine--until you use the Arrange command to sort the class into alphabetical order. Here's that same gradebook after the sort:

```
===B======C======D======E======F=====G===
2|
3|Last         First
4|Name         Name     Test 1  Test 2 Average
5|=========================================
6|Clark        Susan     80      85     82.5
7|Harrison     David     79      82     80.5
8|Smith        Emily     78      82     80.0
9|Stephenson   Michael   86      90     88.0
10|=========================================
11|     Class average =   82.0    86.0   84.0
12|
```

Everything still looks good...except that the class averages on each test have changed. The original averages were correct; these are wrong.

If you examine the formulas used by the spreadsheet to compute those averages, you can see the problem. Here are the formulas as originally entered:

```
===B======C======D======E======F======G====
2|
3|Last         First
4|Name         Name     Test 1  Test 2 Average
5|============================================
6|Stephenson   Michael   86      90   @AVG(D6...E6)
7|Harrison     David     79      82   @AVG(D7...E7)
8|Clark        Susan     80      85   @AVG(D8...E8)
9|Smith        Emily     78      82   @AVG(D9...E9)
10|============================================
11|    Class Average= @AVG(D6...D9) @AVG(E6...E9) @AVG(F6...F9)
12|
```

And here are the formulas after using the Arrange command:

```
===B======C======D======E======F======G====
2|
3|Last         First
4|Name         Name     Test 1  Test 2 Average
5|============================================
6|Clark        Susan     80      85   @AVG(D6...E6)
7|Harrison     David     79      82   @AVG(D7...E7)
8|Smith        Emily     78      82   @AVG(D8...E8)
9|Stephenson   Michael   86      90   @AVG(D9...E9)
10|============================================
11|    Class Average= @AVG(D9...D8) @AVG(E9...E8) @AVG(F9...F8)
12|
```

Why have the formulas changed?

If you look at the first version of the gradebook, you'll see that Michael Stephenson is in row 6. After the sort, he is in row 9. So the formulas incorrectly "adjusted" itself to follow Michael. Similarly, Emily Smith was originally in row 9. After using the Arrange command, Emily is in row 8. Once again, the formula "adjusted" to follow Emily. So the original formula @AVG(D6...D9) became @AVG(D9...D8). That change makes perfectly good sense to AppleWorks...but not to us.

How to write formulas so you can use "Arrange"

It's easy to avoid this problem once you know about it. Design your spreadsheets so they contain blank cells or cells containing text immediately above and below the cells you want to average. Then write your formula to include the cells above and below the range you want to include in the average. In our example, the formula should read @AVG (D5...D10). Since D5 and D10 contain labels, not values, they'll be ignored in the computation of the average. And since you won't include rows 5 and 10 in the Arrange command, the formula @AVG(D5...D10) will be unchanged after you put the students in alphabetical order.

This same technique works for many formulas that specify a range of cells; e.g., @MAX, @MIN, and @SUM.

Consider these limitations when you build your spreadsheet, and save your work before using the Arrange command.

*[Hal Heidtman is an Associate Principal at Anthony Wayne High School in Whitehouse, Ohio. He is a technical advisor to **NAUG**, a member of the **NAUG** Editorial Review Board, and conducts AppleWorks seminars for **NAUG** throughout the country.]*

DATA BASE TIPS

PRINTING PROBLEMS AND CALCULATED FIELDS
by Cathleen Merritt, Editor

[Ed: This month's data base tips are based on two letters received from NAUG members.]

PROBLEMS PRINTING FROM THE DATA BASE MODULE

Dear Cathleen,

When I am printing reports from the data base module, I sometimes get "funny" output. The words that should appear on the right edge of the page are continued on the left edge of the same line. It looks like this:

F THE SENTENCE.   THIS IS THE BEGINNING O

Any idea what is causing this?

Roberta Silfen
San Antonio, Texas

[Ed: The usual cause of this problem is setting the platen width on the Printer Options menu too high. The platen width prompt in AppleWorks is misleading. If you take a ruler and measure the platen (the rubber roller) on your printer, you will find that it is typically more than 8.0 inches long. But the platen width setting within AppleWorks should reflect the distance that the print head can travel...not the physical dimensions of the rubber roller.

If you have a printer that's on the AppleWorks printer menu, you can check the correct setting by looking at the "Change Printer Specifications" screen and get the correct setting for your printer. For example, the standard Image-Writer should be set for a platen width of 8.0 inches.

If your platen width is 8.0 inches, you should NOT use the Options command (apple-O) to set the width at 8.5 inches in word processor, spreadsheet or data base reports. If you do, your printer will occasionally "wrap" the last characters on the line, as demonstrated in Roberta's example.

If your printer is not on the AppleWorks printer menu, you can check its platen width by creating a line of text in row 1 of the spreadsheet. Write your text in cells A1 through L1. Set the platen width on the Print Options Menu (Apple-O) to 9.0 inches and print your spreadsheet. Don't let the funny printout you get bother you. Measure the length of the printed line on the first row of your printout. That's the maximum platen width setting you can use from the Print Options menus within AppleWorks.]

PROBLEMS WITH CALCULATED FIELDS

Dear Cathy,

I am having a problem with the entries in a calculated field in a tables report. I use the AppleWorks data base to keep track of baseball statistics and I want to print a list of players along with their batting average. My tables format report has columns that indicate total number of official "at bats" and number of singles, doubles, triples and home runs. My formula for the batting average is (total number of hits/number of times at bat). This works for most players, but sometimes I get a string of pound signs (#'s) instead of the batting average. I tried making the column wider (that works on the spreadsheet) but still have the pound signs. Any idea what is causing my problem?

Name withheld by request.

[Ed: The pound signs in the spreadsheet program represent data overflow; i.e., a number that will not fit within a particular cell. In the data base, the pound signs are used in two ways: a) to indicate data overflow (as in the spreadsheet), or b) to indicate that there is non-numeric data in one of the cells used in the calculation of a calculated field.

Since the pound signs occur no matter how wide you make your calculated column, your problem appears to be the latter; i.e., the existence of non-numeric data in one of the cells used to calculate the player's batting average. There are five variables in your calculation (singles, doubles, triples, home runs, and "at bats"). If any one of those cells contains non-numeric data, AppleWorks will print a string of pound signs.

The most frequent causes of non-numeric data in a cell are:

1. Entering the letter "o" instead of a zero or the letter "l" instead of the number one.

2. Entering a symbol indicating a unit of value. For example, entering a time as 8AM or a height as 72".

The easiest way to clean up your data file is by using the Record Selection Rules command (Apple-R) to locate the letters "l" and "o". Then you can replace them with numbers.] ⬥

WORD PROCESSOR TIPS

PREPARING TABLES FOR A DOCUMENT
by Warren Williams

The AppleWorks word processor leaves much to be desired when you want to prepare tables and charts. While the program allows you to add and delete tabs wherever you want (using the Apple-T command), it lacks some important formatting features available on other word processing programs. For example, AppleWorks does not:

1. automatically line up decimal points in columns, or

2. allow you to easily insert tabs into a line after a line is created. *[Ed: See Larry DiVito's article on page 7 of this issue for a technique that lets you get around this limitation.]*

In addition, it's difficult to prepare charts (such as organizational charts) using the word processing module. If you use the inserting cursor to add something to a line, everything else in the chart gets out of kilter.

But AppleWorks' integration of the word processing and spreadsheet modules makes it easy to overcome these limitations. Here's how to prepare charts and tables in the spreadsheet and incorporate them into your letters and documents:

1. Prepare your chart or table using the spreadsheet module. Make certain your spreadsheet will fit within the width of your final printed word processing document. That is, if you print at ten characters per inch with one inch margins on 8-1/2" by 11" paper, each printed line is 65 characters long (8.5 minus 2 inches for the margins times 10 characters per inch). Make certain the chart or table you develop in your spreadsheet is no longer than 65 characters wide.

Follow these steps to check on the width of your chart or table while in the spreadsheet module:

a. Press the Apple-P command to select the "Print" option.

b. Press the <RETURN> key to select "All" from the Print Menu.

The top of the next screen tells you how many characters wide your spreadsheet will print. That number must be less than the number of characters on each printed line in your word processor document. Change the column widths in the spreadsheet or the design of the spreadsheet to make certain it will fit on the final printed page.

2. Print the entire spreadsheet to the clipboard. To do this:

a. Get the spreadsheet on the screen and invoke the Print command (Apple-P).

b. Select "All" from the "Print" menu.

c. Select "To the clipboard (for the Word Processor)" and press <RETURN>.

3. Press Apple-Q to move to your word processor document.

4. Put the cursor where you want the table or chart to appear. Press Apple-C to invoke the copy command.

5. Press "F" to select "From the clipboard".

The table will appear on your screen; it's now in the word processor. Use the word processor editing commands to "clean up" the table or chart and format it the way you want.

One last suggestion: Save both the original spreadsheet file and the copy in the word processor. If you want to make major changes in the table or chart, enter those changes in the original spreadsheet file and replace the table in the word processor document. If you want to make minor changes, make those changes in the final word processor document.

[Dr. Warren Williams teaches courses in the Educational Technology program at Eastern Michigan University. He is a technical advisor to **NAUG,** *a frequent contributor to the* **Forum,** *and also conducts AppleWorks seminars throughout the country.]* 🍎

BULLETIN BOARD NEWS

CONVERTING ASCII FILES FOR APPLEWORKS

by Richard Lewandowski
NAUG BBS Sysop
NAUG BBS Phone (313) 482-8090 / (300 or 1200 baud)

Most bulletin boards (BBS) have a lot in common. For example, almost all boards store and transmit their data and program files using a standard coding scheme called ASCII (pronounced "ask-key"). The ASCII coding standard is convenient for a number of reasons, one of which is that ASCII codes are understood by most microcomputers including MS-DOS, CP/M and Apple systems.

The AppleWorks program has the ability to read and write files that are stored in ASCII, but because the ASCII coding scheme is inefficient (ASCII files take up lots of disk and RAM space), AppleWorks doesn't generally use the ASCII coding scheme. Instead, AppleWorks has its own data storage algorithm that compacts data to consume less RAM and disk space. (If you want information about how AppleWorks stores data, write to **NAUG** and request Apple // Technical Notes, Miscellaneous Technical Note #5 (March, 1986) by Ruppert *[Ed: Now Robert]* Lissner.)

Since data on the **NAUG** Bulletin Board (and most other boards, for that matter) are stored and transmitted in ASCII, it is useful to know how to convert ASCII files for use within Appleworks. The skills you use to convert text files downloaded from electronic services can be generalized to help you convert your Applewriter files and Bank Street Writer files into AppleWorks-readable documents. *[Ed: Yes, you can transfer Bank Street Writer files into AppleWorks. We will publish an article describing how to do that conversion in a future issue of the* **Forum.***]*

Standards for Files You Can Load into AppleWorks

Files downloaded from a BBS using communications software or files prepared with a wordprocessor must meet two criteria:

1. They must be ASCII files. Most text files you capture from an Apple-oriented bulletin board will be in ASCII (MS-DOS and CP/M boards often contain numerous binary files). Some word processors (such as Applewriter II) store documents in ASCII; others (like Bank Street Writer and Apple-Works) do not.

2. The files must be downloaded onto ProDOS formatted disks. If your communications or word processing program is based on ProDOS, your data disks are probably correctly formatted. If your communications or word processing programs are based on DOS 3.3, you can use the System Utilities disk that came with your Apple to convert files from DOS 3.3 to ProDOS disks. (You can tell if your program is based on ProDOS by noticing whether or not the ProDOS version number appears when you start your computer.)

Before you begin the process of getting ASCII files into AppleWorks, you must know the name of the disk and the

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name of the file in which the data resides. You can determine the names of the disk and file by selecting the "Other Activities" section from the AppleWorks Main Menu, then selecting "List all files on the current disk" from the Other Activities Menu.

How to Read ASCII Files into the Word Processor

Once you know the name of your data disk and the file you want to transfer into the AppleWorks word processor module, you are ready to proceed as follows:

1. Return to the Main Menu and select "Add files to the desktop" to get to the Add Files Menu.

2. Select choice #3 ("Make a new file for the word processor") from the Add Files Menu.

3. Indicate that you want to create an AppleWorks file from a text (ASCII) file by selecting choice #2 from the Word Processor Menu. Appleworks asks you for the pathname of the file. Type a slash, the name of the disk, another slash, and the name of the ASCII file containing your document. *[Ed: For more information about specifying the ProDOS pathname for ASCII files, see "What AppleWorks Users Should Know About ProDOS Pathnames" in last month's issue of the Forum.]*

4. If you correctly specified the pathname of the file you want, AppleWorks will ask for a name under which it should store the file. You now give the document an AppleWorks name and you can edit the document as you would any other word processor document.

Converting Text Files into Database Files

Similarly, you can read a text file into an AppleWorks data-base. Let us assume you received a ProDOS formatted disk containing an ASCII file that was output from another data base program. This file must be written on the disk with the data entered into each category, separated by a RETURN. That is, if you load the file into the word processing module, the document it creates should have one entry on every line. You must know the number of categories (lines) in each record.

Proceed as follows:

1. Return to the Main Menu.

2. Choose #1, "Add files to the desktop" from the Main Menu.

3. Choose #4 ("Make a new file for the data base") from the Add Files Menu.

4. Choose #2 ("From a text (ASCII) file") from the Data Base Menu.

5. Enter the number of categories in each record and press the RETURN key.

6. Give the pathname of the ASCII file on the disk and press RETURN.

7. Enter a new AppleWorks name for the data base file.

The file will be converted and appear as a database within AppleWorks. Examine the file carefully to make certain that the last record in the file has the same data recorded in each category as did the first record in the file. If you specify the wrong number of categories in each record, some records will have a person's name in Category #1, some will have that data in Category #2 and so forth.

Transferring spreadsheet files involves a similar process; I will describe that process in a future article.

Now you can use AppleWorks to manipulate the text and database files you download from the **NAUG** BBS.

Uploading files to the BBS reverses this process. Your word processing and database files must first be printed as ASCII files on your disk. You specify this option from the Printer Menu (Apple-P) within each module.

Many AppleWorks users get along without converting files to and from ASCII. But the ability to do that conversion allows you to transmit files to bulletin boards and to other AppleWorks users. *[Ed: A future issue of the Forum will describe how to transfer ASCII files to other word processing programs, to MS-DOS and laptop computers.]* 🍎

QUICK TIP

USING APPLEWORKS' BUILT-IN POP-UP CALCULATOR
by Robert Netro

Imagine that you're writing a business letter and need to compute the impact of a price increase on total profit. Or imagine that you are using the AppleWorks data base module to keep salary records and you want to compute an individual's take home pay after allowing for particular deductions. Or imagine you want to compute a student's average grade to include in a letter of recommendation. If you keep a calculator next to your computer (as many of us do), you can easily do your calculations and continue your work. Or if you own Pinpoint, you can use its handy pop-up calculator. (With Pinpoint you press a couple of keys and a calculator appears on your screen.) But why not use AppleWorks' own "pop-up" calculator...the spreadsheet?

Here's how:

When you boot up AppleWorks, create a new document for the spreadsheet and call it "calculator." Leave that document on your desktop as you do your work. Whenever you want a calculator, use the Apple-Q command to quickly bring the spreadsheet onto your screen. Type in your computations (for example, 28000 * .14) in any cell and the answer will appear. Then use the Apple-Q command again to return to your document. Your calculator spreadsheet will sit in the background waiting until you need it again.

NAUG users with memory expansion cards should load in the AppleWorks spreadsheet overlays when they start AppleWorks. Once these overlays are loaded, the switch to your pop-up calculator is almost instantaneous.

[Robert Netro is President of MIH Associates in Canton, Ohio. He is a frequent contributor to "AppleWorks: Exclusive Reference" and "IAC Express". Bob's primary interests are system design, operational templates and organizational efficiency.] 🍎

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by John Denzer

Recent Additions To the Library

The **NAUG** library now includes copies of demonstration versions of MegaWorks, ThinkWorks and ReportWorks. These programs are part of the DemoWorks package submitted to our library by Megahaus. DemoWorks consists of seven disks with demonstration versions of their three packages. MegaWorks is a combination spelling checker and mail merge program, ThinkWorks is an outlining program, and ReportWorks is a powerful report generator for the AppleWorks data base module. ReportWorks allows Apple-Works users to simulate the features of a relational data base program. *[Ed: The MegaWorks spelling checker was described in October, 1986 issue of the **Forum**; Report-Works was described on page 12 of the November issue. We are preparing a review of ThinkWorks for a future issue of the newsletter.]*

These are demonstration versions of the programs; they offer almost all the features of the complete program except one or two important functions that make the disks impractical for production use. (For example, they won't let you print out the results of your work or save a file on disk.) However, the disks are copyable and can be used by schools interested in teaching students how to use these programs.

By using both sides of floppy disks, we reduced the seven disks to four. We will send you the four disks and a page of information about the programs for $10. However, I'd suggest you get the disks from Megahaus, NOT from us. Megahaus offers DemoWorks for the same $10 and offers you a $10 refund if you purchase the full version of any of the programs. You can contact Megahaus at 1-800-345-8112 (in Pennsylvania the number is 1-800-662-2444). The Demo-Works package is an excellent addition to a school library and since the programs are copyable, can be used for instruction in computer literacy and computer applications courses. In addition, ThinkWorks, an excellent Apple-Works compatible outlining program, is useful in writing and composition courses.

Templates added to the NAUG "Home" disk

We recently added two spreadsheet templates to the "Home" disk. These files should help you purchase a car or make any other large purchase decision. One template is called "Short Loan". This easy-to-use template asks you to enter four variables (amount of loan, terms in months, annual interest rate, and the month of the first payment). When you press Apple-K, the template tells you the monthly loan payment, total loan payment, total interest payment and gives you an amortization schedule. One limitation of the template is that it only works with loan periods of up to 37 months but can be expanded by the user with the Copy command. It also assumes you can secure a simple interest loan (like the loans available from many credit bureaus). Do we have a volunteer to check the accuracy of this template? Right now the figures look good but are untested.

The other spreadsheet template is the "Auto Loan Wksheet". This template asks you to enter the value of a new car, value of your trade-in, license fees, sales tax and the like and it computes the total price and monthly payments. This template was developed by **NAUG** member Tony Criswell from Everett, Washington.

We recently added a data base template called "Home Video" to the files on the "Home" disk. This template provides a structure to help you keep track of your home video library and is particularly useful to members who do off-air recordings and collect more than one program on a tape. The simple but useful template contains some sample entries to help you set up your file.

The first education disk is available now. We will announce the availability of the "Home" disk in the near future.

Issue Nº4   November, 1986

Issue Nº5   December, 1986

Back issues of the **NAUG** *Forum* are available for $3.00 per issue, including postage. Please send your check and request to the **NAUG** office at the address on the back cover.

--- Please Tear Out or Photocopy ---

WILL YOU HELP OTHER APPLEWORKS USERS?

NAUG is compiling a list of members who are willing to provide telephone assistance to members having problems with Apple-Works. If you can help, please complete the form to the right. We will publish a list of volunteers, their areas of expertise, and how to contact them in upcoming issues of the *Forum*.

Do we have a volunteer to help us maintain this data base and coordinate this activity? Let us know if you can help us out...you'll meet a lot of interesting **NAUG** members from around the world.

If you're willing to serve as an AppleWorks consultant to other **NAUG** members, please supply the following information:

Name: _____

Address: _____

_____

City: _____ State: ____ Zip:_____

Phone #1: (   ) - _____
Hours and days to call on phone #1: _____

Phone #2: (   ) - _____
Hours and days to call on phone #2: _____

Phone #3: (   ) - _____
Hours and days to call on phone #3: _____

Compuserve ID: _____
Source ID: _____

I can help with (check all that apply):

____ 1.   Printer and interface card configuration
____ 2.   Floppy disk problems
____ 3.   Hard disk problems
____ 4.   UniDisk problems
____ 5.   RamWorks Card problems
____ 6.   Checkmate Card problems
____ 7.   Legend Card problems
____ 8.   Apple memory card problems
____ 9.   Other hardware problems
____ 10. Word processing
____ 11. Data base
____ 12. Spreadsheet
____ 13. Integration between modules
____ 14. Pinpoint
____ 15. MacroWorks
____ 16. AutoWorks
____ 17. GraphWorks
____ 18. TaxWorks
____ 19. ThinkWorks
____ 20. ReportWorks
____ 21. MegaWorks
____ 22. Other: Describe: _____

_____

Suggestions / comments / notes: _____

_____

Forum

NAUG:
The National AppleWorks Users Group
Box 87453, Canton, Michigan 48187 U.S.A.

TIME VALUE MATERIAL

NAUG *MEMBERSHIP*

Name: _____

Member Nº (if renewing): _____

Address: _____

_____

City: _____ State: _____

Zip or mail code: _____ Country: _____

Home Phone: _____

Work Phone: _____

Computer type: _____

Modem type: _____

Printer type: _____

Peripherals: _____

Computing interests: _____

_____

_____

NAUG shares members' addresses with other users groups & selected vendors. If you do NOT want to receive mail from these agencies, please check here: ☐

Check all which apply:

___ Membership: $24 for 12 months of the *Forum*

___ 1st Class Mail (to U.S. & Canada): $10*

___ Surface Mail (outside U.S. & Canada): $10*

___ Air Mail (outside U.S. & Canada): $25*

* In addition to NAUG membership

Send this completed application AND
your payment. Total Enclosed: $_____

ADVERTISING IN THE Forum

Classified advertising for NAUG *members*

NAUG members are welcome to place classified advertisements in the *Forum*. Classified advertisements are offered as a service to NAUG members; they are not available for commercial ventures. Advertisements must meet the following criteria:

1. Only individuals qualify for classified advertising.

2. The individual's name, home addresses and telephone number must be included in the advertisement; no postal box numbers or business telephones.

3. No commercial advertising is permitted in the classified section.

Rates: $25 per advertisement per month. Advertisements can be up to 40 words in addition to name, address and telephone number.

Commercial advertising

The NAUG *Forum* is a service to NAUG members. Commercial advertisements are accepted only on a space-available basis and will not be allowed to supplant editorial space. Advertising rates are as follows:

Full page:	7.5" x 9.75"	$500.00
Half page:	3.25" x 9.75"	$275.00
	7.5" x 4"	$250.00
Quarter page:	3.25" x 4"	$125.00
Eighth page:	3.25" x 4"	$ 75.00

NAUG does not have an advertising department and is not equipped to do art work or layout for advertisements. Space is reserved upon receipt of payment in full and must be received in the NAUG office at least two months prior to the cover date on the newsletter. Art work must be received in the NAUG office no later than 45 days prior to the cover date on the newsletter. Confirmation of space availability will be sent upon receipt of payment.

Vendors offering discounts to NAUG members of 10% or more may qualify for a brief description of their offer in the *Forum*. Submit your discount offer to NAUG in writing for consideration.

SEMINARS

NAUG sponsors half-day AppleWorks seminars in various locations throughout the country. These seminars, entitled *"AppleWorks: Beyond the Basics"*, are intended for AppleWorks users who want to solve AppleWorks problems and learn new techniques to help them use the flexibility inherent in the program.

The presenters, Warren Williams and Hal Heidtman are frequent contributors to the NAUG *Forum* and teach intermediate and advanced courses on AppleWorks. They have conducted AppleWorks seminars throughout the country.

An interesting seminar is planned for a ski resort in northern Michigan on the weekend of Januay 23rd. This is an opportunity for you to combine your interest in AppleWorks with some down hill and cross country skiing. For the pilots among us, the Hilton Resort has airport pick-up at the Antrim County Airport in Bellaire.

Future seminars

Jan. 17	Columbus, OH	Feb. 7	Kalamazoo, MI
Jan. 23-25	Bellaire, MI	Feb. 14	Chicago, IL
	(Hilton Shanty Creek	Feb. 15	Chicago, IL
	Ski Resort)	Feb. 21	Indianapolis, IN
Jan. 31	Cincinnati, OH	Feb. 28	St. Louis, MO
Jan. 31	Detroit, MI	Mar. 7	Denver, CO

Write NAUG for more information.